

U.S. Department of  
Homeland Security

United States  
Coast Guard



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United States Coast Guard

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6010  
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## MEMORANDUM

From: D. R. Noyes, CAPT  
COMDT (CG-112)

Reply to R.M. Pekari, LCDR  
Attn of: (202) 475 5183

To: Physician Assistant Training Applicants

Subj: INTERSERVICE PHYSICIAN ASSISTANT PROGRAM (IPAP)

Ref: (a) ALCOAST 152/13

1. This Memo serves as additional guidance as directed by reference (a). Please read this memo in its entirety prior to contacting the listed POCs.

2. IPAP graduates incur a 3 for 1 service payback obligation of the first 12 months of training and a 1 for 1 service payback obligation for the subsequent months for a total payback obligation of 53 months (4 years, 5 months) CG service. The PA will not be eligible for multi-year retention special pay during the active duty service obligation/payback.

3. The application process consists of the following academic and administrative requirements:

A. This program is open to E4-E7 and officers with fewer than 5 years commissioned service. Officers, if selected, will continue to be considered for promotion.

B. Academic Requirements:

- (1) Documented 100 hours (hrs) of patient care experience. At least 40 hrs of this must be shadowing a PA in a clinical setting. If this is not possible due to geographic constraints, contact the program manager. Additional experience may be as an Emergency Medical Technician (EMT), Health Services Technician (HS), Paramedic, hospital volunteer, or other health related field. Documentation must be in letter form from a supervisor in the facility where the experience was gained, or for CG EMTs and Health Services Technicians, a command endorsement that documents the experience.
- (2) Minimum of 60 semester hrs (SH) of transferable college credits with a grade point average of 3.0 on a 4.0 scale. At least 30 SH must be earned through attending classes (ground or online) and up to 30 SH may be obtained through military schools as recommended by the American Council on Education (ACE), CLEP, or DANTES. Nonresident SH must be acceptable by the University of Nebraska, and

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be reported on a Coast Guard Institute Education Assessment Worksheet, form CGI-1561.

- (3) Completion of the following courses from a regionally accredited college or university. The courses may be lower level (Freshman or Sophomore) or upper level (Junior or Senior) but may not be remedial or developmental (this means that a course with introduction, survey, or fundamentals in the title will not count towards meeting the 30 SH prerequisite requirements) The course must be numbered with the semester hour (SH) equivalents listed and have resulted in a letter grade. If Calculus has been taken and completed, proof of Algebra is not required. The prerequisite courses may be completed in an online format provided they meet all of the requirements detailed in this paragraph. The Math and Science courses must have been completed in the preceding 10 years, courses completed prior to 01JUL2003 will not be accepted; it is highly recommended that these courses be earned within the last 5 years to effectively prepare the applicant for the rigors of training. Additional coursework in A&P Biology with lab and Microbiology with lab are also highly recommended.
  - (A) Algebra (3 SH, cannot CLEP this requirement)
  - (B) Anatomy & Physiology with lab (8 SH, "INTRO" not accepted)
  - (C) General Chemistry with lab (8 SH, "INTRO" not accepted, cannot CLEP this requirement) upper level Chemistry accepted (i.e. Organic or Biochemistry also highly recommended)
  - (D) English (6 SH total – 3 SH must be English Composition, cannot CLEP this requirement)
  - (E) Humanities and Social Sciences (6 SH total)
  - (F) Psychology (3 SH)
  - (G) Medical Terminology (3 SH)
- (4) An SAT within 5 years is an IPAP requirement regardless of rank or degree status. Minimum combined Scholastic Aptitude Test (SAT) reasoning test score in critical reading, math and writing of 1425, or a minimum old SAT combined score in verbal and math of 1020.
- (5) Two letters of recommendation from a CG Physician Assistant and/or U.S. Public Health Service Physician/Physician Assistant familiar with the applicant's medical experience and potential for clinical care. Although letters of recommendation from CG Physician Assistants are ideal, non-Health Services Technician (HS) applicants

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may substitute letters from a civilian Physician or Physician assistant who is familiar with the applicant's health care experience.

- (6) Applicants who are unable to secure a letter of recommendation from a Physician Assistant or Physician shall contact the PA Force Manager indentified at the end of this message.

C. Administrative requirements:

- (1) Regular Coast Guard E-4 or above in any rating, in second or subsequent enlistment. Waivers for time in service requirements may be considered based on needs of the service at time of application. Officer applicants must have a command endorsement that indentifies requirements for backfill if selected for training as this could be a factor in selection.
- (2) Physically qualified for worldwide duty and enlisted applicants must pass a Pre-Commissioning Physical Examination IAW Ref A
- (3) No court-martial convictions or Non-Judicial Punishment (NJP) during current enlistment.
- (4) United States Citizenship.
- (5) Officer program interview. The officer Programs Applicant Assessment Form, CG-5527, must be completed by the interview panel and submitted directly to PSC-OPM-1 for enclosure with the member's application NLT 1 August 2013. The Officer Interview Panel can normally be scheduled through any CG Education Service Officer (ESO). PHS Officers may not be part of this panel. Applicants may contact the PA Force Manager if the command ESO is not able to schedule the interview. Those applicants re-applying may use the same Officer Programs Applicant Assessment Form, CG-5527, for up to 2 years. Thereafter, a new interview should be conducted. Applicants having trouble scheduling an officer interview should contact the PA Force Manager for further assistance. Officers will submit copies of their Officer Evaluation Reports in Lieu of Officer Programs Applicant Assessment Form, CG-5527, for the preceding four years.
- (6) Video Interview: A 2 minute video of applicant providing responses to questions. Specific directions concerning this will be sent to applicants that have submitted otherwise complete applications by the 1 August 2013 deadline. This interview shall be complete and returned to PSC-OPM-1 no later than 6 September. The selection board will be meeting in late September or early October.
- (7) Direct Access E-resume.
- (8) Command endorsement to Direct Access E-resume.

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- (9) List of personal awards (no more than five).
  - (10) Privacy act release.
  - (11) Request for Conditional Release, Form DD-368(enlisted applicants only, complete sections 1-3).
  - (12) SECCEN Checkmate results (proof of secret clearance). Items 12-16 required only if applicant does not have a current secret clearance.
  - (13) National Police Record Check, Form DD-369.
  - (14) Copy of Social Security Card.
  - (15) Fingerprint Cards, Form FD-258: two originals.
  - (16) Personnel Security Action, Form CG-5588.
  - (E-QIP), Questionnaire for National Security Positions, Form SF-86: Provided via Command Security Officer.
  - (17) Officer Candidate School Agreement, Form CG-3211B (enlisted applicants only).
  - (18) Administrative Remarks, CG-3307 acknowledging prohibition on using Montgomery and/or Post 9/11 GI Bill for courses taken as part of PA Program.
- 4. Applicants must also submit a self-composed, hand written essay (350 words or fewer) expressing their reasons to become a CG Officer and Physician Assistant, how the CG will benefit by selecting them, and a brief description or example of how they respond to stressful situations.
  - 5. Applicants must complete an e-resume and select the position associated with the Physician Assistant Post Graduate Program.
  - 6. Submission deadline is 1 August 2013.
  - 7. Command endorsements forwarded via the E-interview shall include a comment on the applicant's leadership, interests, ability and potential value to the service as a Physician Assistant. Only endorsements from the immediate command are authorized. In the "job endorsement" page under the "recommendation" drop-down menu, commanding officers should choose "make offer" to positively endorse a candidate's application.
  - 8. Applicants must separately mail remaining application materials (official copies of transcripts, SAT scores, two letters of recommendation, personal essay, approved Pre-

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commissioning Physical Examination, certified documentation of health care experience, signed payback statement, and a signed Privacy Act statement) to PSC-OPM-1. All application materials must be received NLT 1 August 2013.

9. Applications must be fully acceptable to IPAP and the University of Nebraska Medical Center. The CG selection board will consider only those applicants that are acceptable to both.

10. Do not call the University of Nebraska for prerequisite or course requirements. Applicants are encouraged to seek amplifying information on eligibility requirements, prerequisites, and clarification of application procedures by contacting LCDR Robert Pekari, Physician Assistant Force Manager 202-475-5183 or ROBERT.M.PEKARI@USCG.MIL. Questions regarding the processing of advanced education applications should be directed to YN3 Benjamin May (PSC-OPM), at 703-872-6436.

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